



CLASS SPECIFICATION

Class Title: Sergeant – CO
Department: Sheriff
FLSA: Non-exempt

Class Code: 7700
Grade: 26
Eff. Date: 1/1/82
Revised: 2/2025

GENERAL PURPOSE

Under the general supervision of a lieutenant or other administrative supervisor, performs first line supervisory tasks and a variety of duties related to the security, safety, order, operation, and maintenance of the county correctional facility, including the safe detention and monitoring of inmates.

EXAMPLE OF DUTIES

This position works with and around inmates.

Supervises deputies, jail operations specialists, and inmate workers.

Establishes performance objectives for subordinate personnel and evaluates performance in accordance with Davis County and Sheriff's Office policies and procedures.

Supervises, trains, coaches, and mentors employees; plans and schedules personnel for routine assignments and ensures adequate shift coverage; ensures subordinates meet annual training requirements; identifies and addresses employee performance and/or behavior problems in a timely manner; initiates and imposes disciplinary action as necessary or as directed.

Provides classroom instruction for Sheriff's Office staff to assist employees with annual training requirements and promote employee career development.

Ensures security of jail, constitutional rights, safety of inmates, and adherence to jail practices and procedures.

Responds to emergencies in the jail and takes action in either a supervisory or support role.

Responds to questions, complaints, and requests for assistance from the public and inmates.

Prepares various reports, records, logs, memos, and other records which are both intra- and interdepartmental in nature.

Provides input into the preparation of division budget, policies, and procedures.

Ensures proper maintenance of equipment and jail facility.

Performs other related duties as assigned.

Areas of assignment may include the following:

A. Corrections Operations Sergeant:

- a. Acts as the Watch Commander; directs and supervises operations within the jail.
- b. Supervises sanitation, cleanliness, security, and compliance with orders and regulations of the jail kitchen.
- c. Supervises operations within the jail intake area, including the timeliness of inmate bookings and releases.
- d. Reviews and verifies all paperwork for the intake and release of jail inmates; ensures all inmate property is accounted for and secured.



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- e. Supervises the operation of control rooms including camera monitors, control panels, and computers.
 - f. Reviews and corrects records of incidents, visitations, and bookings.
- B. Corrections Specialty Sergeant
- a. Arranges and supervises inmate transportation, including video court.
 - b. Oversees the field training program for new employees.
 - c. Manages the recruitment and background investigations for prospective employees of the Sheriff's Office, and backgrounds for jail contract employees and volunteers.
 - d. Manages the ankle monitor and 24/7 programs.
 - e. Manages inmate programs, visitation, and property.
 - f. Oversees the classification of inmates, including proper housing; responds to inmate grievances, oversees inmate disciplinary process, oversees inmate workers.
 - g. Manages the jail records management system (Spillman).

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

High school diploma or equivalent plus five (5) years of full-time experience as a Correctional Officer or Law Enforcement Officer.

2. **Special Qualifications:**

Must be certified as a full-time Correctional Officer through the Utah Peace Officer Standards and Training Academy (POST) or the ability to become certified within 12 months of appointment; must maintain certification and complete required annual training.

Must achieve a qualifying score on the Sergeant examination.

Must be either a United States citizen or a lawful resident of the United States who has been in the United States legally for at least five years and has legal authorization to work in the United States.

Must pass a Davis County Sheriff's Office (DCSO) background investigation, including an eye detect test.

Must pass the physical fitness test annually.

Must complete the POST Instructor Development course or an equivalent course within 12 months of appointment.

Must possess a valid driver license; must operate a motor vehicle in a safe manner and in compliance with all Utah laws and regulations; new employees with an out-of-state license must obtain a valid Utah driver license within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum



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vehicle liability insurance as specified in the Utah Code.

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: principles, methods, and techniques of effective training, supervision, and personnel practices; jail procedures and laws applying to incarceration, booking procedures, and jail security practices/procedures; ethical principles; self-defense principles and tactics.

Skill in: weaponless self-defense and restraint techniques; the use of restraint devices; the operation of firearms (if LEO certified) and other equipment related to official duties.

This position may require driving a motor vehicle; skill in operating a motor vehicle in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: make rapid and sound decisions under pressure; accurately assess and take effective leadership role in emergencies; maintain composure during emergency situations; assign, supervise, and evaluate the work of others; compose correspondence and reports; maintain files, records, and reports; read and understand court and other criminal detail documents, arrest reports, and criminal histories; make arrests; remain alert and adjust, cope, and respond quickly in unexpected or emergency situations; handle high levels of personal stress and maintain composure under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries and experiencing risk of personal harm; collect and rapidly assimilate facts; examine witnesses effectively; restrain unruly persons, maintain confidences; establish and maintain effective working relationships with supervisors, subordinates, other employees, legal counsel, judicial officials, other agencies, the general public, community professionals, and intra- and interdepartmental personnel; communicate effectively (orally and in writing), follow written and oral instructions; use sensory perceptions of seeing, hearing, and smelling in order to be alert and aware of surroundings at all times, and to detect and discern emergency and/or threatening situations; understand and follow county, office, and division policies, procedures, and practices; exercise sound judgment; interact effectively with multiple persons from divergent backgrounds.

WORKING CONDITIONS

The ability to work a variety of shifts and assignments on a rotating schedule, including nights, weekends, and holidays is a requirement.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**